

**JASPER HIGH SCHOOL**  
**1600 St. Charles Street**  
**Jasper, Indiana 47546**  
**(812) 482-6050**  
**<http://www.gjcs.k12.in.us/1/Home>**

**Student Handbook**  
**2024-2025**

**JASPER HIGH SCHOOL**  
**MISSION STATEMENT**

***We believe all students will find success through the teaching of a rigorous and relevant curriculum and the promotion of positive relationships through the fostering of reasoning, personal responsibility, and respect toward one's self and others.***

***Rigor, Relevance, Reasoning***  
***Respect, Responsibility, Relationships***  
**LEARNING for LIFE**

**Honor the Past, Prepare for the Future, Participate Now**

**THIS AGENDA BELONGS TO:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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## Welcome to Jasper High School

Welcome to Jasper High School for the 2024-2025 school year! The beginning of a new school year is always an exciting time. We are hopeful that all students establish goals for themselves and enjoy the journey toward their desired destinations.

On page 1 of this handbook you can find the mission statement of Jasper High School. While each of the six R's are vital to success, the cornerstone of our mission is Relationships. Without them, the high school experience will not be complete or as satisfying. It is a goal of the administration that every student feels they have someone in the building they can speak with if they have questions or need assistance in any way. This helps create an atmosphere we call the Wildcat Family. In addition, we hope to create an environment where parents and the community are welcomed with their questions or concerns. Feel free to contact the office at any time or utilize the email addresses that can be found at the GJCS App, available at the Iphone or Android stores. You may choose JHS once you have downloaded the GJCS App. The App has a great deal of useful information so please check it out! You may also find contact information at our website: <http://www.gjcs.k12.in.us/1/Home>

We ask that you utilize Powerschool as it will provide you with valuable information of the academic progress of your student. It is updated at least once a week by the faculty. Please keep your family information updated on Powerschool. It is very important that addresses, phone numbers, and emails are current and accurate. If you have questions regarding Powerschool you may call and ask for Mr. Jochum or Mr. Uebelhor, our Guidance Counselors.

Geoff Mauck  
Principal

Cassidy Nalley  
Assistant Principal

Phil Kendall  
Athletic Director

### GREATER JASPER CONSOLIDATED SCHOOLS 2024-2025 SCHOOL CALENDAR

<b>Monday August 5, 2024</b>	<b>Teacher Day</b>
<b>Wednesday August 7, 2024</b>	<b>Full Day for Students</b>
<b>Monday September 2, 2024</b>	<b>Labor Day - No School</b>
<b>Wednesday September 25, 2024</b>	<b>Parent/Teacher Conferences -5:30 p.m. -</b>
<b>Wednesday October 2, 2024</b>	<b>8:30 p.m. or 4:00-7:00 p.m.</b>
<b>Friday October 11,2024</b>	<b>End of 1st Quarter</b>
<b>Mon-Fri October 14-28, 2024</b>	<b>Fall Break - No School</b>
<b>Friday November 1, 2024</b>	<b>Professional Development- No School</b>
<b>Wed/Thurs/Fri November 27-29, 2024</b>	<b>Thanksgiving Break</b>
<b>Thursday December 20, 2024</b>	<b>End 2nd Quarter End 1st Semester</b>
<b>Thursday January 6, 2025</b>	<b>School Resumes</b>
<b>Monday January 20, 2025</b>	<b>MLK -Snow Make-Up Day</b>
<b>Friday February 17, 2025</b>	<b>Great Americans' Day -No School</b>
<b>Friday March 7, 2025</b>	<b>End of 3rd Quarter</b>
<b>Mon-Fri March 24-28, 2025</b>	<b>Spring Break - No School</b>
<b>Friday April 18, 2025</b>	<b>Good Friday - No School</b>
<b>Friday May 23, 2025</b>	<b>End 4th Quarter End 2nd Semester</b>
	<b>Commencement</b>
<b>Tuesday-Friday May 27-30, 2025</b>	<b>Snow Make-Up Days -No School</b>

Snow days will be taken in order.

# JASPER HIGH SCHOOL PROFILE

## ACCREDITATION

State of Indiana First Class Commission

## FACULTY FACILITY

Teachers 59

Administrators 3

Guidance Counselors 3

**SCHOOL COLORS** Black and Gold

**MASCOT** Wildcat

**CONFERENCE** SIAC Conference

**WEBSITE** <http://www.gjcs.k12.in.us/1/Home>

Teaching Stations 67

Student Capacity 1,238

Library Capacity 120

Auditorium Capacity 412

Opened January 11, 1978

Dedicated May 7, 1978

50 Acres--206,000 Square Feet

## FACILITIES

Gymnasium Capacity 4,800

Jerry Brewer Alumni Stadium Capacity 2,900

Ruxer Field Baseball Capacity 2,200

Natatorium Capacity 500

## SCHOOL SONG (Indiana, Our Indiana)

Jasper High School, Courageous, Jasper,

Jasper Wildcats: it's you we back.

We will fight for our alma mater,

For the fame of our Gold and Black.

RAH! RAH!

Never daunted; we shall not falter.

In the battle, we're tried and true.

Jasper High School, Courageous Jasper,

Jasper Wildcats: we're all for you.

J-J-JAS-P-P-PER

J-A-S P-E-R

CATS-CATS-CATS!!

## TIME SCHEDULES

### Regular Daily Schedule

P1 8:00-8:50

P2 8:55-9:40

Homeroom 9:45-10:10

P3 10:15-11:00

P4 11:05-11:50

P5 11:55-1:20

A Lunch 11:50-12:30 Class 12:35-1:20

B Lunch 12:40-1:20 Class 11:55-12:40

P6 1:25-2:10

P7 2:15-3:00

### Two-Hour Delay

P1 10:00-10:30

P2 10:35-11:05

P3 11:10-11:40

P4 11:45-12:15

P5 12:15-1:50

A Lunch 12:15-1:00 Class 1:05-1:50

B Lunch 1:05-1:50 Class 12:55-1:05

P6 1:55-2:25

P7 2:30-3:00

## JASPER HIGH SCHOOL 2024-2025 FACULTY and STAFF

**Principal:** Geoff Mauck  
**School Resource:** Jason Knies

**Assistant Principal:** Cassidy Nalley  
**Athletic Director:** Phil Kendall      **Asst. Athletic Director:** Cam Harris

**Guidance:** Sean Jochum, Director  
Brian J. Uebelhor, Counselor  
Dana Kunz, Career Counselor

**Social Workers:** Holly Hughes  
Tina Wahl

**Language Arts:**  
Tina Luebbehusen, Chair  
Amy Rasche  
Abby Kennedy  
Brooke Keusch  
Kathy Overton  
Ross Polen  
Jennifer Winder  
Julie Schubert

**Foreign Language:**  
Megan Johnson, Chair  
Daniel Otto  
Gina Schuetter  
Devin Rottet  
Aurora Mendel  
Kylie Anderson

**Administrative Assistants:**  
Deb Schum, Office Mgr.  
Tina Hilgediek  
Theresa Stenftenagel  
Sharron Leinenbach  
Addison Betz  
TBD

**Social Studies:**  
Terry Gobert, Chair  
Julie Ferguson  
John Goebel  
Jarret Helming  
Anna Grant  
Jarrod Land  
Emma Mundy

**Mathematics:**  
Cameron Harris, Chair  
Jason Ahlbrand  
Eric Dall  
Abby Schmitt  
Jolie Painter  
Alicia Clark  
Kaitlyn Henke  
Scott Yarbrough

**Science:**  
Erin Spellmeyer-Jochum, Chair  
Brooke Elrod  
Shelby Sitzman  
Dean Jerger  
Kristin Gutsell  
Ben Nowotarski  
Andy Noblitt  
Scott Yarbrough

**PE/Health:**  
Nick Eckert, Chair  
Tony Lewis  
Brittany Mainers  
Luke Mehringer

**Health Occupations:**  
Atalie Schroering  
**FACS and Education:**  
Kyla Beier, Chair  
Samantha Venderley

**Business & TV/Digital Media:**  
Amanda Schipp, Chair  
Jessica Mehringer  
Evan Elrod (TV & Media)

**Fine Arts:**  
Andrea Fleck, Chair  
Josh Dodd  
Patrick Keeley  
Chad Gayso  
Emma Mundy  
Ben Werne

**Technology:**  
Fred Routson, Chair  
Joshua Dahmer

**Special Needs:**  
Joe Shelton, Chair  
Gavin Lichlyter  
Julie Henke  
Joan Noblitt

**Maintenance:**  
Robert Eckerle, Head Maint.  
Mike Hochgesang  
Luke Hopf  
Brady Gunsleman

**Study Hall:**  
Alex Lee  
**Agriculture:**  
Brianna Lammers  
Hannah Mehringer  
**School Nurse:**  
Jamie Hutton  
**Librarian:**  
Stephanie Jackman-Burns

**Instructional Assistants:**  
Lisa Jennings  
Karen Lynn  
Tina DeKemper  
Mariss Wehr  
Stephanie Reinsch  
Lori Humbert  
Lana Fierst  
Marilyn Beier  
KeAundre Peak  
Harley Dysert

**Custodial:**  
Leesa Beyke  
Jon Vaughn  
Mark Mayo

**JAG:**  
Jamie Ruxer

**Cafeteria :** Loretta Hoffman, Cindy Hembree, Deb Goepner, Glenda Persohn, Ann Ward, Deb Lagenour, Shelly Krodel, Jennifer Blessinger, Sandy Terwiske

## **SECTION ONE: GENERAL INFORMATION**

### **Announcements**

Announcements are sent daily via email to the students and staff. They may also be found on the JHS App under the Announce tab.

### **Building Hours**

The building is open at 7:15 AM. Doors lock at 8 AM. Any student or group of students in the building after 3:30 PM must be supervised by an adult employee of Greater Jasper Schools. Students who arrive at school early may sit in the cafeteria. Upon arrival at school whether by bus or car, students must enter the building; there is to be no loitering in the parking lot or at the entrances to the school building. Students should leave the school premises upon the end of the school day unless they are waiting for their bus or have an extra-curricular activity beginning upon the completion of the school day. An exception would be a staff member providing academic assistance or the student serving a supervised detention.

### **Building Usage**

Club meetings, class meetings, and other groups using the building for student activities after regular school hours should reserve facilities through the Principal's office.

### **Change of Address**

Students should inform the guidance office secretary of any change in address or telephone number. It is important to keep all student information current as the school does make school closing and delay announcements through the PowerSchool system.

### **Lost and Found**

The lost and found department is located in the LGI room (study hall). If you find property that does not belong to you, please do the right thing and turn it in immediately. If you have lost personal property, please inquire at the LGI room.

### **Publication of Information Concerning Students**

Any parent or guardian wanting their student's name excluded from any survey, a listing of honor rolls, athletic awards, or extra-curricular activities participation must notify the Principal's office in writing by September 1st.

### **School Closing and Delays**

In case of inclement weather--snow, low temperatures, ice, etc.--the Superintendent of Schools through the PowerSchool Management System will make the official announcement for school closings. It is vital to the success of this program that your student information be current and correct. Push notifications are also made using the GJCS App. Announcements may also be heard over the local radio station--WITZ 104.7 FM. Please do not call the school for this information, as the main desk will not be open. The information may also be located at the GJCS website—[www.gjcs.k12.in.us](http://www.gjcs.k12.in.us).

### **School Visitors**

Interested parents and school officials are welcome. Visitors should report to the Main Office so that the school personnel will know of their presence in the event of a call or other emergency situation. Only students that are enrolled in Jasper High School may attend during the school day. Student visitors are not allowed during regular school hours unless approved by the administration.

## **SECTION TWO: SCHOOL POLICIES AND DISCIPLINE CODE OF CONDUCT**

### **ATTENDANCE**

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all Corporation students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement or phone call of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence. Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by School Corporation rule and is in violation of I.C. 20-8.1-3.

The Board authorizes, but does not encourage, the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. a member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year
- B. personal illness/injury or exposure to a contagious disease
- C. required court attendance
- D. professional appointments –medical, counseling, legal
- E. death in the immediate family – parent, guardian, sibling, grandparent, aunt, or uncle
- F. observation or celebration of a bona fide religious holiday
- G. duty with Indiana National Guard
- H. services as a page for or as an honoree of the general assembly
- I. service on precinct election board or for political candidates or parties
- J. witness in a judicial proceeding
- K. such other good cause as may be acceptable to the Superintendent or permitted by law

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. The Superintendent shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned. The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles and Bureau of Child Labor those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-4 et seq.

511 IAC 1-3-1

511 IAC 6-2-1(c)(12) - Revised 5/21/12

## **INTRODUCTION**

It is the policy of the Board of School Trustees to provide and maintain appropriate and required educational programs for students in the Greater Jasper School Corporation. Regular school attendance is an important element in attaining and maintaining successful performance in school. Clear policy and guidelines, which encourage, nurture, and, if necessary, compel students and parents to expect and maintain that regular school attendance helps student performance.

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

It is compulsory that all students enrolled in the Greater Jasper School Corporation are to be in their assigned classes at required times, and days, unless they have an allowable excuse for their absence.

Exceptions to compulsory attendance designated in the law and for which the students' absence is not to be recorded or penalty awarded are service as a page or as an honoree of the Indiana General Assembly, high school students service on an election board or who help in the election process, appearance by subpoena in court, and ordered service on active duty in the Indiana National Guard (IC 20-8.1-3-18).

#### **CLASSIFICATION OF ABSENCES**

- A. **Excused Absences:** Excused absences and tardies are these: (1) personal illness/injury or exposure to a contagious disease, (2) death in the immediate family, (3) required court attendance (4) professional appointment, (5) Observation or celebration of a bona fide religious holiday, (6) \*duty in the Indiana National Guard, (7) \*services as a page for or as honoree of the General Assembly, (8) \*service on precinct election board or for political candidates or parties, (9) \*witness in a judicial proceeding, (10) such other good cause as may be acceptable to the Superintendent or permitted by law. (11) a member of the Indiana Wing of the Civil Air Patrol who is participating in a Civilian patrol program for not more than five (5) days in a school year, (12) suspension, (13) maternity, (14) military-connected families' absences related to deployment. Excused absences (except those allowed by law) are recorded. Make-up work is allowed if completed in a reasonable time.

\*Student will not be counted as absent with proper verification certificate and/or documentation.

NOTE: Where the term parent is used this means custodial parent or legal guardian.

- B. **Unexcused Absences:** All absences and tardies not defined in 'A' above or in the law shall be considered as unexcused. (Examples of more common unexcused absences are: work, missing bus, trips, car trouble, oversleeping, and truancy.)
1. **Unexcused Absence WITH Make-up Credit:** Where there is an arrangement with the school before the absence occurs and where approval has been granted. Examples of unexcused absence WITH make-up credit could be family trips approved in advance, religious activities and holidays approved in advance, and verified emergencies. Make-up work credit is allowed. *It is the responsibility of the student to arrange for make-up work prior to the absence. All completed work is due upon return to school.*
  2. **Unexcused Absence WITHOUT Make-up Credit:** Where there is NO knowledge or approval of the parent and the school – no acceptable parent permission, truancy, work, missed bus, etc. Make-up work may be expected for educational development, but credit will not be applied to class grade.
- C. **Truancy:** A student will be considered truant when the absence from school or class is without the knowledge and approval of a school administrator or parent.
- D. **Habitual Truancy:** A student who has been found to be truant for the fifth time in a school year is considered a habitual truant.
- E. **School Activities:** Students who miss school for more than one-half (1/2) of the school day because of illness or unexcused absence may not attend after school activities the same day unless permission is granted by the principal.
- F. **Leaving School (Early Dismissal):** Students may leave the school building or school grounds during the regular hours of school when written permission from a parent and approval of the school principal has been obtained.
- G. **Illness:** If a child is ill, the parent must notify the school before 10:00 a.m. that the child will be absent. If a call has not been received by 10:00 a.m., school personnel shall attempt to contact a parent by calling a home, work, or emergency number provided by the parent. A reasonable effort shall be made to contact a parent, but the failure to do so does not relieve the parent of the responsibility for the student's attendance and/or reporting a reason for absence.
- H. **Return to School:** Students returning to school from an absence when no call had been made shall have a note from a parent. The note should contain the student's name, reason for absence, date(s) and time of absence, a parent signature and the phone number where the parent can be reached. The note (or call) is to be presented prior to re-admittance to school.



## Excusable Reasons for Absence

The Corporation accepts only the following as excusable reasons for absence from school. Each absence shall be explained by telephone notification and in writing and signed by the student's parents. The excuse shall be submitted to the principal and filed as part of the student's school record.

A written excuse for absence from school shall be approved for each secondary school student who is a member of and participates in the Indiana wing of the civil air patrol for not more than five (5) days in a school year. The student shall provide appropriate documentation from the civil air patrol and shall not be recorded as being absent on any date to which the excuse applies.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. personal illness/injury or exposure to a contagious disease (This is limited to the length of quarantine as fixed by the proper health officials.) The principal may require a doctor's confirmation if s/he deems it advisable. All required confirmations will be due within 48 hours of the documented absence.
- B. required court attendance
- C. professional appointments –medical, counseling, legal. Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
  - 1. The student shall have a statement to that effect from his/her parents;
  - 2. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
  - 3. The student shall report back to school immediately after his/her appointment if school is still in session
- D. death in the immediate family – parent, guardian, sibling, grandparent, aunt, or uncle
- E. observation or celebration of a bona fide religious holiday. Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.
- F. a member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year
- G. \*duty with Indiana National Guard
- H. \*services as a page for or as an honoree of the general assembly
- I. \*service on precinct election board or for political candidates or parties
- J. \*witness in a judicial proceeding
- K. \*a member of the Indiana Wing of the Civil Air Patrol who is participating in a Civilian patrol program for not more than five (5) days in a school year
- L. Suspension
- M. Maternity
- N. Military connected families' absences related to deployment
- O. Such other good cause as may be acceptable to the Superintendent or permitted by law  
\*Student will not be counted as absent with proper verification certificate and/or documentation.

Absences that do **not** accumulate against this guideline include:

- A. field trips
- B. college visits, not to exceed two (2) days in number, unless approved by the principal.
- C. a member of the Indiana wing of the civil air patrol who is participating in a civil air patrol program for not more than five (5) days in a school year. \*Verification by submitting documentation from the Indiana Civil Air Patrol detailing reason for absence.
- D. duty with Indiana National Guard. \*Verification by submitting a copy of orders to active duty
- E. services as a page for or as an honoree of the general assembly.  
\*Verification by a certificate of the Secretary of the Senate or the Chief Clerk of the House of Representatives.
- F. service on precinct election board or for political candidates or parties.  
\*Verification by signed permission of parent/guardian **and** submitting a signed document by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
- G. witness in a judicial proceeding  
\*Verification by submitting subpoena to appear in court as a witness.

## Make-Up Opportunities

A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the principal.

Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

## Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty. The purpose of this administrative guideline is to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. The Corporation will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent unless there are extenuating circumstances deemed appropriate by the principal.
- B. The student may be given approximate assignments and materials for completion.
- C. Separate daily assignments may be given. All assigned work is due on the date of return to school.
- D. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

## NOTIFICATION AND PENALTY FOR ACCUMULATED ABSENCE

### Due Process for Accumulated Absence

- A. 5 DAYS OF ACCUMULATED ABSENCE PER SEMESTER: Written notice to the parent from the principal.
- B. 8 DAYS OF ACCUMULATED ABSENCE PER YEAR: Personal contact and written notice to the parent from the principal or counselor.
- C. 10 DAYS OF ACCUMULATED ABSENCE PER YEAR: Conference with the principal, letter of incapacity, or other solution.

### Due Process for Unexcused Absence

- A. 1 DAYS OF UNEXCUSED ABSENCE: Personal contact with parent.
- B. 3 DAYS OF UNEXCUSED ABSENCE: Personal contact and written notice to the parent from the principal or counselor.
- C. 5 DAYS OF UNEXCUSED ABSENCE: Letter of Admonition from Truancy Court
- D. 7 DAYS OF UNEXCUSED ABSENCE: A referral will be made to Truancy Court
- E. 10 DAYS OF UNEXCUSED ABSENCE: Conference with the principal to consider non-promotion or loss of credit (JHS) and/or Form 16. Certified notification from the Corporation Attendance Office. Notification to the Juvenile Probation Office and contact to Child Protective Services.

## Truancy

A student shall be considered truant each day or part of the day s/he is unexcused from his/her assigned location. **Absence** is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if s/he is in his/her assigned location within ten (10) minutes after the official start of the school day.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's attendance record.
- C. parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, s/he has accumulated five (5) trancies during a school year.

In accordance with State law, the building principal and/or attendance officer shall use Form 5200 F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions, an expulsion, or an exclusion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license.

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy **5611** and the Student Code of Conduct.

## **NOTIFICATION AND PENALTY FOR TRUANCY**

### **Due Process**

- A. 1 DAY TRUANT: Personal contact to parent/guardian and assignment to Monday Night School (JHS).
- B. 2 DAYS TRUANT: Personal contact to parent/guardian and one day in-school suspension.
- C. 3 DAYS TRUANT: Two days in-school suspensions, revocation of work permit when applicable; Truancy Affidavit filed with the Dubois County Juvenile Probation Officer.
- D. 4 DAYS TRUANT: Conference with parent for possible Form 16, Alternative Education placement, revocation of driving privileges (JHS).
- E. 5 DAYS TRUANT: Automatic Form 16 or expulsion of student.

### **Students Leaving School During School Day**

- A. No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **Encouraging Attendance**

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task. A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences **every day**
- B. speaking frequently of the importance of students being in class, on time, ready to participate
- C. keeping accurate attendance records (excused vs. unexcused)
- D. requiring an admit slip from a student when s/he returns from an absence and invoking a consequence if s/he does not have one
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period (see AG **2220**)
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments.

## **EXCESSIVE ABSENCES**

After ten (10) absences in a semester, no absence may be excused. Students who have in excess of ten (10) absences from school or any class for any reason during one (1) semester may receive no credit for the semester. An "F" will be registered on the permanent record of the student for the semester.

An attendance committee consisting of the Administrative Council and the attendance office must authorize any exceptions to the above rule. Exceptions may be granted to students with verified illnesses or injuries, which require lengthy treatment.

## **TARDINESS**

The term "tardy" means being late to school, class or an activity, with or without permission of parents/guardian or school personnel. The building administrator in consultation with staff will establish a specific building definition of what constitutes "being late to school, class or an activity." All teachers will inform their respective classes of the building's definition of "being late to school, class or an activity." The teacher will counsel with those students who are developing a pattern of being tardy. The teacher will refer to a school administrator those students who in the teacher's judgment are not making progress towards correcting the problem.

## **Penalties for Tardiness**

Student tardiness will be tallied and totaled each semester. The totals will be cleared when the new semester begins. If a student arrives to school past 8:10, or is late to any other class past five minutes, he/she will be counted as unexcused.

Consequences for tardiness are as follows:

1<sup>st</sup> tardy-teacher notation

2<sup>nd</sup> tardy-teacher notation

3<sup>rd</sup> tardy/1<sup>st</sup> office referral= detention

4<sup>th</sup> tardy/2<sup>nd</sup> office referral= detention

5<sup>th</sup> tardy/3<sup>rd</sup> office referral=Night School

6<sup>th</sup> tardy/ 4<sup>th</sup> office referral= ISS full day

7<sup>th</sup> tardy/ 5<sup>th</sup> office referral= ISS two full days

8<sup>th</sup> tardy/6<sup>th</sup> office referral=revocation of school parking privileges: parent conference

Additional tardiness and the resulting discipline will be under the discretion of the administration and may include, but is not limited to: letters of probation on work permit, if applicable, out of school suspension, etc.

Teachers may not deduct percentages from grades for tardiness, but may use other methods of dealing with the problem of students arriving late to class.

## **Missing Final Examinations**

Students may not be absent during Final Examination time. Only absences approved by the building administration will be allowed. Students missing final exams will be required to make up finals at a school set time. Please do not schedule family trips during this time.

## **Attendance Awards**

A perfect attendance award will be given at the end of the school year and is defined as a student having no missing periods from school as well as no unexcused tardies. An excused tardy would consist of a student arriving late to class with a pass from a staff member.

## *Quick Discipline Guide*

VIOLATION	FIRST REPORT	SECOND REPORT	THIRD REPORT	FOURTH REPORT
ELECTRONIC DEVICE USE INCLASS (CELL PHONES/IPOD/MP3 PLAYER, etc.)	MNS STUDENT RETRIEVAL	PARENT RETRIEVAL; 2 MNS	LOSS OF ELECTRONIC DEVICE PRIVILEGE FOR 9 WEEKS;3 DAY SUSPENSION PARENT RETRIEVAL	LOSS OF ELECTRONIC DEVICE PRIVILEGE FOR THE REMAINDER OF THE SEMESTER; OSS OR EXPULSION PARENT RETRIEVAL
CLASSROOM DISRUPTION	ISS FOR PERIOD	NIGHT SCHOOL	FULL ISS	OSS OR EXPULSION
CAFETERIA DISRUPTION	LUNCH DETENTION	NIGHT SCHOOL	FULL ISS	OSS OR EXPULSION
PROFANITY (penalty increased to OSS or expulsion if directed at a staff member)	DETENTION	NIGHT SCHOOL	FULL ISS	OSS OR EXPULSION
UNLAWFUL DRUG USE/POSSESSION	OSS OR EXPULSION; POLICE NOTIFIED	EXPULSION; POLICE NOTIFIED		
FIGHTING	OSS OR EXPULSION; POLICE NOTIFIED	OSS OR EXPULSION; POLICE NOTIFIED	EXPULSION; POLICE NOTIFIED	
POSSESSION OF WEAPON (ANY OBJECT THAT CAN BE USED TO INFLECT BODILY HARM TO ANOTHER PERSON)	EXPULSION; SCHOOL RESOURCE OFFICER NOTIFIED			
HARASSMENT/BULLYING OF ANY TYPE (INCLUDES PHONE/ELECTRONIC DEVICES)	OSS 3-5 DAYS	OSS 5 DAYS EXPULSION; POLICE NOTIFIED		
UNLAWFUL TOBACCO USE/POSSESSION	1 DAY SUSPENSION POLICE NOTIFIED	OSS 3 DAYS; POLICE NOTIFIED	OSS 5 DAYS; POLICE NOTIFIED	
INSUBORDINATION	DETENTION	NIGHT SCHOOL	FULL ISS	OSS OR EXPULSION
IMPROPER DRESS	OFFICE REFERRAL; PARENTS MAY BRING CHANGE OF CLOTHES	DETENTION; PARENTS BRING CHANGE OF CLOTHES OF CLOTHES	NIGHT SCHOOL; PARENTS BRING CHANGE OF CLOTHES	OSS
THEFT/VANDALISM OR PROPERTY DAMAGE	OSS; RESTITUTION; POLICE NOTIFIED	OSS OR EXPULSION; POLICE NOTIFIED	EXPULSION; POLICE NOTIFIED	

NOTE: THIS LISTING OF MISCONDUCT AND CONSEQUENCES IS A QUICK REFERENCE SHEET AND IS NOT INTENDED TO BE AN ALL-INCLUSIVE LIST. THE SCHOOL RESERVES THE RIGHT TO ADDRESS ANY OTHER FORMS OF MISCONDUCT AND TO APPLY ANY REASONABLE CONSEQUENCE IN RESPONSE TO MISCONDUCT. MOREOVER, THE SCHOOL RESERVES THE RIGHT TO APPLY ANY LEVEL OF DISCIPLINE AS SCHOOL OFFICIALS MAY DETERMINE. IF ANY SCHOOL-SANCTIONED CONSEQUENCE IS REFUSED, OSS WILL BE APPLIED.

## **PERSONAL COMMUNICATION DEVICES (Cell Phones & Smart Watches)**

Possession and/or use of a personal communication device (PCD) by a student while at school is a privilege that may be forfeited by any student who fails to abide by the terms of Policy 5136 or this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required.

"Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], smart watches, and/or other web-enabled devices of any type.

Unless approved by a supervising teacher, an administrator or an IEP team, students are prohibited from using PCDs or having them "On" (i.e., the device must be powered completely off and not just placed into vibrate or silent mode; a device will be considered "On" if it is ready to receive, send, capture or record any communication, visual image, sound, text message or other information) during the school day- 8:00 a.m. to 3:00 p.m. This includes lunch periods, passing periods, as well as on school-sponsored trips. Students may use PCDs before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. "Using" refers to, not only the making and/or receiving of calls, but also using the PCD for any other purpose (e.g., sending e-mails, text messages or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are not permitted to wear their PCDs clipped to a belt or otherwise display them in plain sight during the school day. PCDs must be stored out of sight during the school day in locker or vehicle.

PCDs, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and/or swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school corporation where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

A student may keep his/her PCD "On" under the following circumstances with prior approval of the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance, or rescue squad.
- B. The student has a special health/medical circumstance (e.g. an ill family member, or his/her own special health/medical condition).
- C. The student is using the PCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of a PCD to engage in non-education-related communications is expressly prohibited.
- D. The student is involved in an extra-curricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so the student can be picked up.

Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of PCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess PCDs at school, to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

If a school teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian or turned-over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians.

## **NOTIFICATION AND PENALTY FOR PERSONAL COMMUNICATION DEVICE**

### **Due Process for Personal Communication Device Violation**

- A. 1<sup>st</sup> Offense—phone taken from the student and an After School Detention assigned. The phone will be returned to the student in person with a warning of suspension with the second infraction;
- B. 2<sup>nd</sup> Offense—phone taken from the student and two After School Detentions assigned. Parent pick-up required.
- C. Subsequent offenses shall be treated as administrative insubordination and will be dealt with accordingly.

Any inappropriate use of the cell phone, including, but not limited to, inappropriate photographs, inappropriate text messaging and recording/videotaping will result in confiscation of the phone; further consequences may include suspension, expulsion, and possible police referral, depending on the severity of the misuse. Failure of a student to comply with a faculty/staff request to turn over a cell phone or electronic device may also result in suspension. If a student loses cell phone privileges and continues to use the device, he/she will be subject to suspension or expulsion from school.

The administration may use its discretion to allow or prohibit use of any of the devices discussed here as conditions may warrant.

## **IMPORTANT NOTICE TO STUDENTS and PARENTS REGARDING CELL PHONE CONTENT**

\*The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes. \*It is "child exploitation," a Class C felony under I.C. 35-42-4-4 (b), for any person to (1) exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

\*It is "child pornography," a Class D felony under I.C. 35-42-4-4 (C), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

\*Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

\*The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May, 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

\*Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

## **GUIDELINES FOR STUDENT RESPONSIBLE USE OF TECHNOLOGY**

Greater Jasper Consolidated Schools makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District students and setting standards, which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

**Mandatory Review.** To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology (hereinafter referred to as the Responsible Use Guidelines as part of their review of the Discipline Management Plan and Student Code of Conduct handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

**Definition of District Technology System.** The District's computer systems and networks (system) are any configuration of hardware and software. The system includes but is not limited to the following:

Telephones, cellular telephones, and voicemail technologies; Email accounts; Servers; Computer hardware and peripherals; Software including operating system software and application software; Digitized information including stored text, data files, email, digital images, and video and audio files; Internally or externally accessed databases, applications, or tools (Internet- or District-server based); District-provided Internet access; District-filtered Wi-Fi; and New technologies as they become available.

### **Availability of Access**

**Acceptable Use.** Computer/Network/Internet access will be used to enhance learning consistent with the District's educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

**Privilege.** Access to the District's computer/network/Internet is a privilege, not a right.

**Access to Computer/Network/Internet.** Access to the District's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and Wi-Fi has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Student Access.** Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students 13 or younger. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are wikis, blogs, and informational websites.

**Security.** A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.

**Content/Third-Party Supplied Information.** Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

**Subject to Monitoring.** All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The

District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

**Student Computer/Network/Internet Responsibilities** District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Discipline Management Plan and Student Code of Conduct.



Use of Social Networking/Digital Tools. Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

Use of System Resources. Students are asked to purge email or outdated files on a regular basis. Password Confidentiality. Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

Reporting Security Problem. If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

Inappropriate Use. Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

Violations of Law. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: threatening, harassing, defamatory or obscene material; copyrighted material; plagiarized material; material protected by trade secret; or blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer. Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Transmitting Confidential Information. Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.

Commercial Use. Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief. Any malicious attempt to harm or destroy District equipment, materials or data; or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the Board-approved Discipline Management Plan and the Student Code of Conduct.]

Intellectual Property. Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Copyright Violations. Downloading or using copyrighted information without following approved District procedures is prohibited.

Plagiarism. Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation. Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

Illegally Accessing or Hacking Violations. Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations. Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

System Interference/Alteration. Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

### **Email and Communication Tools**

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

All students in grades 6-12 will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed.

Students should keep the following points in mind:

Perceived Representation. Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.

Privacy. Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.

Inappropriate Language. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

Political Lobbying. Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

Forgery. Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

Junk Mail/Chain Letters. Generally, students should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

### **Student Email Accounts and Electronic Communication Tools**

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business. Students in grades 6 - 12 are given access to a District student email account. This account is set up with the student's user ID. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 6-12 while they are currently enrolled in the District.

Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Student email accounts may be provided directly by the District, through the content management system of an approved online course, or through a District-approved provider.

### **Consequences of Agreement Violation**

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges. With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

### **Warning**

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

## **STUDENT DISCIPLINE AND BEHAVIOR**

### **Bullying**

Bullying is overt, repeated acts, including physical, verbal, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or intimidate the other student. Bullying shall be prohibited on school grounds, on a school bus, at a school bus stop, or any school-sponsored activity. All school discipline rules apply in regards to this type of student activity. The Greater Jasper Consolidated Schools shall not tolerate any bullying on district grounds or at any school activity and/or school function on or off campus.

### **Conduct at School Assemblies/Cheer Block**

School assemblies are an integral part of our total school program, and, as such, all students are expected to participate in them. The major objective of our assembly program is to teach emotional control, self-discipline, a sense of value, and to develop the desirable habits and attitudes of an intelligent audience.

1. Respectful attention is always important. Jasper High School students will exhibit manners at all times towards guests of the school;
2. Show your appreciation to any program or speaker by proper applause;
3. When our school has visitors, we should all assume the role of hosts and hostesses.

Acts of true hospitality and good manners are always appreciated and reflect favorably upon our student body and staff. Thanks for being proactive and doing the "right" thing.

The same is to be said for student groups during athletic events. School discipline rules apply at these functions as well; and therefore, so do disciplinary consequences. We are proud of our Wildcats/Lady Wildcats and want to show plenty of pride and school spirit. However, we need to show pride with class. The demeaning of others, including the opposing team, its coach, its fans, or the game officials, will NOT be tolerated. Be loud; be proud, but be respectful. ACT WITH CLASS and DO THE RIGHT THING!

**Student Activism and/or Petitions:** While students have rights at school, it is the policy of Greater Jasper Schools that any activism or petitions must be communicated with and approved by the school administration. If allowed, the administration will work with students to minimize any disruption to learning.

### **Criminal Organization (GANG) Activity**

It is the policy of Greater Jasper Consolidated Schools to prohibit criminal organization (gang) activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is also the policy to prohibit reprisal or retaliation against individuals who report criminal organization (gang) activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization (gang) activity and similar destructive or illegal group behavior. Per **IC 20-33-9-10.5**, a school employee shall report any incident of suspected criminal organization (gang) activity, criminal gang intimidation, or criminal gang recruitment to the principal. The principal will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Additionally, any student who has reason to believe that another student is taking part in gang activity should report the issue to the principal immediately.

### **Student Attire**

Greater Jasper Consolidated Schools expects its students to appear at school looking nothing less than neat and clean. We have been proud of our students in the past years for their appearance and are confident that they will continue to set high standards for themselves. As students graduate into the business world, many employers expect their workers to wear uniforms or adhere to strict dress codes. Our job as educators is to prepare our students to be successful in the world beyond school. The courts have ruled that the school can make reasonable rules regulating student dress and appearance as they affect the educational process, concern health and safety, and affect common decency.

Students are expected to meet these guidelines. Should a student choose not to follow these expectations, he/she will be asked to change, remove, or cover questionable item(s). Continued offenses will be handled as insubordination and could lead to detention, night school, suspension, or possible expulsion.

The following guidelines are in effect for student dress. **The guidelines listed are not to imply that this is the complete list and may include any item deemed inappropriate and/or in bad taste by the school administration.** If a student/parent/guardian has a question about a particular item, please contact the school administration BEFORE wearing the item.

- \*Headwear (except when permitted on certain spirit days), including bandanas, is not to be worn in the building. \*Tank tops, halter-tops, tops which reveal the midriff, or any clothing, which is inappropriately revealing are not permitted. Skirts/dresses are to be of length that approaches the knee (top of kneecap). Shorts are not permitted without explicit approval by the administration. No pants should have holes, rips, or tears above fingertip length that expose skin. Discretion is at the determination of the administration/designee.

- \*Leggings and/or yoga pants must be covered by a shirt, dress, or garment that is fingertip length

- \*Any printing, graphics, or art on clothing, which expresses anything to do with sexual objects or subjects, vulgar language, drugs, or alcohol are not permitted.

- \*For safety reasons, chains or clothing with excessive metal objects and/or straps are not to be worn. This includes wallet chains.

- \*Any clothing or appearance, which causes a substantial disruption of the daily operation of the school.

- \*We will not tolerate the wearing of pants down on the buttocks. All pants must be worn up at the waistline. No undergarments shall be exposed.

- \*Certain academic area classes may require a more stringent requirement regarding dress. The school reserves the rights to impose other reasonable requirements due to health or safety concerns while involved in certain activities.

### **Backpack/Sports Duffle Bags**

Jasper High School takes student safety very seriously. Research shows that the availability of backpacks in classrooms and during the school day presents unnecessary risks. For this reason, students are prohibited from carrying backpacks, suitcases, satchels, large purses or handbags to class during the school day. Students are allowed to use backpacks to transport items to and from school. During the school day the backpacks must be kept in the students' lockers. Oversized bags for after-school extracurricular activities may be stored in the LGI room. The LGI will be open from 7:50-8:00 am and until 3:15 pm each day.

### **Discipline**

The learning environment and student/staff safety is of the utmost importance. Students will not keep other students from learning or keep teachers from teaching. The teacher shall be in charge of the learning environment in the classroom. If students do not respond to correction,

or if the misconduct is serious, the teacher or assistant will take disciplinary action. The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in the code, \* reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

- (1) Counseling with a student or group of students;
- (2) Conferences with a parent or group of parents;
- (3) Assigning students additional work;
- (4) Rearranging class schedules;
- (5) Requiring a student to remain at school after regular school hours to do additional school work or for counseling or;
- (6) Restriction of extracurricular activity.

\*Other actions specifically provided in the Indiana Code include suspension, and expulsion.

A visit to the Principal or Assistant Principal for disciplinary reasons is considered to be serious. Parents will be informed of the behavior that led to the visit. A record of such visits is kept in the office. Parents are asked to support the school rules and instruct their children regarding the importance of maintaining an orderly school environment. If parents have questions about an incident that involved their child, they are urged to contact the school, but at a time when the child is not present.

If a student continues to misbehave after a visit to the office, or for extreme first offenses and a warning from the Principal or Administrative Assistant does not seem to be sufficient, more serious actions will be taken. The actions may include those listed above and/or lunch-time detention, before or after school detention, in school suspension, out of school suspension or expulsion. Parents will be contacted by phone or by letter if any of the actions in this paragraph are to be implemented.

Parents are urged to become involved with school officials before situations become very serious. School officials will try to work with parents in developing plans of discipline. However, school officials remain in charge and make the final decisions regarding rules, discipline, and punishment after considering the good of the student, the class, and the school.

### **Student Disruptive Behavior**

**The following Indiana codes are considered as disciplinary decisions are made by the administration.**

#### **IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students**

Sec. 8. (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:

- (1) a school corporation; and
- (2) the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel:

- (1) stand in the relation of parents to the students of the school corporation;
- (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and
- (3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.

(c) Students must:

- (1) follow responsible directions of school personnel in all educational settings; and
- (2) refrain from disruptive behavior that interferes with the educational environment.

**IC 20-33-8-14 Grounds for suspension or expulsion** Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules: (1) Student misconduct. (2) Substantial disobedience. (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event.

**IC 20-33-8-15 Unlawful activity by student** Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Although it is impossible to list all kinds of disruptive behavior, the following examples that will not be tolerated and could result in any type of disciplinary action permitted by law.

1. Harassment of any student or staff member where that harassment is:  
abusive, intimidating, or degrading in any way. This includes, but is not limited to, verbal harassment, written harassment, and phone harassment.
2. Engaging in theft, possessing stolen property, or vandalism.
3. Refusing to report or failing to report to proper school personnel as directed.
4. Carrying deadly weapons or firearms, which can do bodily harm.
5. Leaving the classroom without proper authorization.
6. Being in an automobile or parking lot during school hours without authorization.
7. Any disruptive behavior that interferes with educational purposes and procedures.
8. Open displays of affection.
9. There is no authorized Senior Skip Day.
10. The use of vulgar, obscene or indecent language, writings, or acts.
11. Failure to follow directions of school personnel.
12. Gambling in any form.
13. Fighting, pushing, shoving, or scuffling of any type.
14. Boy-girl physical contact. (i.e., touching in any fashion)
15. Headwear except when authorized by the Principal.
16. Setting off or possessing fireworks on school premises.
17. Unauthorized loud and/or boisterous activity while in the school building.
18. Throwing of unauthorized objects on school premises.
19. For reasons of safety, students are prohibited from running in the building.
20. Taking, recording, displaying and/or distributing pictures, video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
21. Violation of the school corporation's policy on District Provided Access to Electronic Information, Services, and Networks. May also include loss of Internet access and/or use of school owned computer equipment. Second Offense: Recommend expulsion.
22. Use of laser pointers of any kind.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies.
24. Misbehavior for a Guest Teacher.
25. Possession of lighter or matches.
26. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature.
27. Insubordination.
28. Failure to follow classroom rules.
29. Violation of student driving guidelines
30. Failing to report to an assigned detention or Night School assignment.
31. Failing to properly identify one's self to school personnel.
32. The use or possession of lewd or explicit media.
33. Engaging in any type of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable act.

## **Student Due Process**

The law will be followed to enforce these preceding rules and regulations. Students failing to follow the school's rules may be subject to the following procedures and penalties.

1. A first offense will result in a suspension. (Night School/Saturday School/ISS is an option at the discretion of the Principal.) Parents are always notified upon a suspension. This may be done by phone, face-face, or by mail if necessary.
2. A second offense will result in a (1-10) day suspension.
3. Continued Offenses will result in a recommendation to the Superintendent for expulsion. The principal will recommend the disruptive student be placed on suspension until the expulsion completion of due process.

**Suspension** shall mean any disciplinary action where a student is suspended from school or class attendance for no more than ten (10) school days.

**Expulsion** shall mean any disciplinary action whereby a student is separated from school attendance for a period in excess of ten (10) school days, the balance of the current semester, or until the end of the following semester.

## **After School Detention**

Students may be subject to detention before, during or after school hours, as assigned for correction purposes. After school detention will extend from 3:05p.m. until 4p.m., or until dismissed by the teacher in charge. Any student who does not attend their assigned school detention will be reported to the Assistant Principal for additional discipline.

## **Night School**

1. All students are to report to the library or designated area on time, 3:00 PM. The session will end at by 6:00 PM.
2. All students will work in an isolated area of the library/classroom as assigned by the supervisor.
3. A student will be given one pass to the restroom during the entire session.
4. Any request to use materials, sharpen pencils, etc. must be cleared with the supervisor.
5. Improper behavior and not working industriously will be viewed as evidence for termination of the suspension/detention.
6. Transportation will not be provided by the district.
7. Failure or refusal to serve Night School will result in a 3-day out-of-school suspension.
8. Appropriate dress will be required.
9. Food, beverages, electronic devices or other distractions will not be allowed.
10. No sleeping is allowed.
11. All students are to submit evidence of work accomplished ten minutes prior to the end of the session.
12. The director and administration will review each referral the following Monday or applicable day following night school and render decisions regarding continuation or completion of the suspension/detention. Students who do not attend their assigned Night School will receive a three-day out-of-school suspension. Extra-curricular events are not an excused absence from Night School. Continued absence from assigned punishments will result in additional suspensions and possible expulsion.

## **Short Term Suspension**

The Principal may deny a student the right to attend school and take part in any school function for a period of up to ten (10) school days. Such suspensions may take place after a principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student, further school purposes, or to prevent an interference with school purposes. Suspension may also be imposed for student misconduct, substantial disobedience/violation of the school's rules, or for violation of any of the regulations constituting grounds for expulsion. When a student is suspended for a specified number of days, he/she will miss that exact number of days. If school is cancelled for any reason, day(s) will be added to the end of the scheduled suspension. Students suspended out of school are prohibited from being on any GJCS property during the suspension as well as participating in and or attending extra-curricular and school sponsored events.

## **Philosophy for Expulsion**

- A. As teacher and pupils are brought together so that learning may take place in the Greater Jasper Consolidated Schools, an environment, which permits an orderly and efficient operation of the school, must be provided.
- B. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek expressions for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to the community. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Greater Jasper Consolidated Schools has this legal responsibility. The Board has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, and in the Policy Manual of the Greater Jasper Consolidated Schools. A breach of discipline may result in reprimand, punishment, probation, referral to special personnel in the school, parent conferences, suspension, or expulsion. The maximum term of an expulsion may not be for longer than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever the student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year. Expulsion may be imposed for student misconduct, substantial disobedience, or violation of the school's rules. The following are grounds for expulsion from school:

### C. Specific Rules

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, bullying, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building and/or school or private property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, advertising, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any substance testing positive for THC, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonable necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, any substance testing positive for THC, or intoxicant of any kind;
  - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plan.
13. Aiding, assisting, or conspiring with another person to violate these student conduct rules, state law, or federal law.



14. Failing to tell the truth about any matter under investigation by school personnel.

15. POSSESSION OF A FIREARM

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive - the frame or receiver of any weapon described above
- any firearm muffler or firearm silencer
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- any device which could be considered a look-a-like or reasonable facsimile.

c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year.

The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorneys' office when a student is expelled under this rule.

16. The use of rude, lewd, vulgar or obscene language, writings, or acts directed toward students, staff, or others.

17. Fighting, pushing, or shoving of any type.

18. Gambling in any form.

19. Truancy and/or skipping school.

20. Leaving the school or classroom without permission.

21. Possession or use of tobacco.

22. Excessive tardiness.

23. Violation of the policy on District-Provided Access to Electronic Information, Services, and Networks. 24. Threatening student or school safety.

**School Rules Apply:**

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off-school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.
- d. Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of the Law is on file in the office of each Greater Jasper Consolidated School Corporation school building, and is available to students upon request.

**Alternative Education Program**

The administration has at their discretion an Alternative Education Program available for students who need an alternative program. This program may be found to benefit students having behavioral issues, emotional/social issues or possibly academic concerns. All placements must be approved by the building administration after a disciplinary decision, consultation as part of a case conference committee, or upon evaluation and consultation with a physician. Students may be offered the alternative education program in lieu of an expulsion on some occasions. An Indiana Form 16 alternative to expulsion contract may need to be signed before a student can be enrolled into this program. This program is not a guaranteed right for students facing an expulsion. Information on this program is available in the school office upon request.

## Search and Seizure

- A. As used in this section, reasonable cause for a search means circumstances, which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
1. Evidence of a violation of school rules or of student conducts standards contained in the student handbook.
  2. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
1. The principal, or member of the administrative staff designated in writing by the principal may search a locker and its contents where the person conducting the search or the principal designating the person conducting the search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and given the option to be present at the search.
  2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. Searches of the pockets of the student
  2. Any object in the possession of the student such as a purse or briefcase, and/or
  3. A pat down of the exterior of the students clothing
- Searches of the person of a student which require removal of clothing other than coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section, pat down searches and other searches of the person of a student shall be conducted in a private room with a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible following the search.
- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent of the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian of the student, or the motor vehicle owner to provide or allow access to a motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal, or a member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to sub-section G of this section.
- E. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:
1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
  2. returned to the parent or guardian of the student from whom it was seized;
  3. destroyed if it has no significant value; or
  4. turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
1. returned to the parent or guardian of the student whom it was seized;
  2. destroyed; or
  3. turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. search any area of the school premises, any student, or any motor vehicle on school premises; and
  2. identify or dispose of anything found in the course of a search conducted in accordance with this section.

## H. Search Policy

General searches conducted by law enforcement officers and with the assistance of canines or other means may be made of lockers, storage area, classrooms, and all other school property, as well as student's persons and student's personal property, at any time, with or

without notice. If, after the general search, reasonable cause exists for search of a particular person or property, then the school administration may search the person or property in accordance with this policy. Before a law enforcement officer may conduct a search of a student or the student's property, the principal will request that the law enforcement officer prior to the search obtain a search warrant.

### **Tobacco Policy**

It is a policy of the Board of Trustees of the Greater Jasper Consolidated Schools to ban the use of tobacco by students. The policy reads: "In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses (or waiting for the bus), or while attending any school-related event.

For the purpose of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco. Additionally, the possession of an electronic cigarette (e-cigarette) is prohibited which also includes any item that looks like or is represented to be an electronic cigarette. All types of e-juice are also prohibited.

The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy. (55120)

### **State Law**

Indiana Code 35-46-1-10.5 ban the purchase or acceptance of tobacco by minors. "A person less than twenty-one (21) years of age who: (1) purchases tobacco; or (2) accepts tobacco for personal use commits a Class C infraction." Any law enforcement officer or court of law may enforce this law.

### **Consequences of Possession or Use of Tobacco by Students**

Students who are found in possession of or who have been found to be using tobacco in violation of School Board policy and State Law are subject to the following disciplinary measures:

1st Office: One day suspension and referral (if under 21 years of age) to the Dubois County Prosecutor; citation written

2nd Office: Three day out-of-school suspension, and referral (if under 21 years of age) to the Dubois County Prosecutor; citation written

Any student found in violation of the tobacco policy may be required to complete a tobacco cessation program at the expense of the student/parent. This cessation program may be virtual or in person.

All disciplinary actions will be in accordance with the student due process procedures. Further offenses would result in consequences as determined by the administration, including the likelihood of the implementation of a Form 16.

### **POLICIES RELATED TO USE OF DRUGS and ALCOHOL**

Greater Jasper Consolidated Schools (GJCS) believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, be under the influence of, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school-sponsored activity, or when a student is traveling to and from school. Students violating this policy are placing themselves in jeopardy of representing GJCS in any capacity for reasons of personal safety for the individual and those around the individual.

We recognize our responsibility to address drug and alcohol problems in the school and of our students. We believe that parent(s), guardian(s), and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, the schools will utilize the following policies:

No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic substance that may closely resemble any of the above substances or items.

No student may possess, use, or be under the influence of any substance which that student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic that may closely resemble any of the above substances or items.

Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind with or without a prescription.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school nurse or school administrator and be administered/taken in the nurse's station.

### Indiana Law

The following conduct is criminal under Indiana Code and school officials are required to report such conduct—on school grounds, or within 1,000 feet of school grounds—in writing to a law enforcement officer:

1. Knowingly or intentionally manufacturing or delivering cocaine, a narcotic drug, or other controlled substances except marijuana, hash oil, or hashish; or possessing with intent to manufacture or deliver, the above named substances, except marijuana, hash oil, or hashish.
2. Knowingly or intentionally delivering any substance that is represented to be a controlled substance.
3. Knowingly or intentionally manufacturing, advertising, distributing, or possession with intent to manufacture, advertise, or distribute a controlled substance.
4. Knowingly or intentionally possessing a controlled substance.
5. Knowingly or intentionally creating or delivering a counterfeit substance or possessing with intent to deliver, a counterfeit substance.
6. Knowingly possessing, without a valid prescription, cocaine or a narcotic drug.
7. Knowingly possessing, without a valid prescription, a controlled substance, except marijuana or hashish.
8. Knowingly or intentionally manufacturing, designing, keeping for sale, offering for sale, delivering, or possessing an instrument, device or other object, that is intended to be used primarily for introducing a controlled substance into the human body, testing the strength effectiveness, or purity of a controlled substance, or enhancing the effect of a controlled substance.
9. Knowingly or intentionally manufacturing or delivering, or possessing, with intent to manufacture or deliver, marijuana, hash oil or hashish.

### Violation:

Should the above occur, the following disciplinary penalties will apply:

**1<sup>st</sup> Offense—recommendation of expulsion to the superintendent.** The expulsion may be waived via a Form 16 contract (\*See Below) if the following criteria are met by the student and the parent/guardian:

- A. Student will be suspended for up to 10 school days;
- B. Student cannot return to school until he/she meets with an officially recognized substance abuse counselor, or has evidence of an appointment, for a preliminary assessment of chemical use, and is in compliance with the recommendations set forth as a result of the assessment and recommendations of school officials following the assessment. Any costs associated with the assessment will be paid for by the student/parent/guardian.

Possible recommendations may include, but are not limited to:

- a. Conditional return to school after the suspension;
- b. Assessment by outpatient drug-alcohol counselor(s) plus outpatient and/or drug education for student and/or parents via certified counselor;
- c. Inpatient treatment commensurate with the family's ability to pay for service.

**2<sup>nd</sup> Offense (Per School Building Career)—School officials will recommend expulsion to the superintendent.**

\*\*A Form 16 waiver is a vehicle for the student to return to school—either in his/her regular classes or in alternative school as decided upon by the school administration—on the condition that the student/parent/guardian signs off on the agreement to waive their due process rights. Should further disciplinary action of any time be needed, the student loses his/her opportunity to attend school and the original expulsion takes place without a review of the case.

### **Dealing/Distribution/Advertising**

**Dealing is defined as selling or sharing alcohol, or other unauthorized drugs or narcotics—natural or synthetic, actual or misrepresentation. Distribution is defined as passing substances on to other students for holding, using, or selling. Advertising is defined as the attempt to sale or distribute these same substances.**

**First Offense Disposition: Recommendation of expulsion to the superintendent.**

### **DRUG TESTING**

Substance abuse in any school is a threat to the safety and health of students, faculty, staff, and the community as a whole. It jeopardizes the efficiency and the quality of educational programs as well as having the potential of physical harm. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability. The policy is not intended to be solely disciplinary or punitive in nature, for the educational opportunities offered in the various buildings will continue to direct students away from drugs and alcohol and toward a healthy, safe, and substance-free life. It is the right of every parent/guardian to expect that each student is receiving the best education that can be provided by Greater Jasper Consolidated Schools.

### **DRUG TESTING PROGRAMS**

All courses, programs, and activities are an integral part of the school system. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in any program, including athletics, is not an absolute right. Participation is a privilege offered to students and necessitates that students meet high standards. Driving to school is also a privilege granted to students under conditions that include operating a vehicle in a safe and legal manner.

GJCS encourages all students who hold a valid driver's license to drive on school grounds and to participate in activities and programs, but also believes that these opportunities are not an absolute right. Privileges are offered to students who meet both the scholastic and physical conditions of eligibility.

A condition for participation in privileged activities in GJCS shall be an agreement by the student to submit to probable cause and/or random testing for the use of drugs—natural and/or synthetic—and alcohol. Probable cause (reasonable suspicion) drug testing will apply to all students enrolled in GJCS Schools. The random drug testing program will be applied to students, male and female, who choose to participate in non-credit, extra-curricular activities, and/or who drive to, from, or during school hours while a student in any of the GJCS Schools that has declared that the school will participate in the corporation's random drug-testing program approved by the GJCS Board of Education.

Statistics on testing and results, which do not include specific student identification, shall be compiled at the end of each school year and made available to the Central Office administration and the Board of Education, who may authorize the release of the data upon discretion of the Board of Education.

### **REASONABLE SUSPICION DRUG TESTING**

Administrators of the GJCS are authorized by the GJCS Board of Education to require any GJCS student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, marijuana, or any other prohibited substance while:

- A. on school grounds;
- B. off school grounds at a school activity, function, event, or any other school sponsored event;
- C. when traveling to or from school by bus or other corporation vehicles.

Reasonable Suspicion may arise from the following actions:

- A. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other behavior altering substance.
- B. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
- C. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicator or physical appearance, if deemed necessary. **All staff will receive in-service training in the recognition of the signs of usage.**

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated test will be paid for by the school corporation and utilized in purposes for school discipline.

After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her student, disciplinary action may be taken as if the test were positive.

Drug testing results shall be considered confidential by the GJCS. Results may be discussed with the school's guidance counselor or other school employees if deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students. Any student who attempts to alter a drug test may be further disciplined by the administration. **The student who possesses the drug test and/or who attempts to alter the results will be treated as if the test was a positive test.**

## **RANDOM DRUG TESTING**

The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in discouraging or disclosing possible substance abuse problems. It is also an extension of the educational program in regards to substance abuse. It is our goal to help students make wise choices through education, through intervention, and through directing students away from unhealthy decisions. The implementation of a drug-testing program will not affect the policies, practices, or rights of the GJCS in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within the program.

Each student in a GJCS building that is participating in the drug-testing program who intends to drive a vehicle on school property and/or participate in an extra-curricular activity—club, sport, or activity—will need to complete a consent form complete with the parent/guardian signature BEFORE being allowed to participate in the activity in any way, including practice. This consent form will acknowledge participation in the random drug-testing program. Students who fail to take care of this responsibility become automatically ineligible for the activity. **Students who are not mandated into the program may still participate in the drug-testing program if the parent/guardian so desires through the completion of the consent form, which will be made available in the principal's office.** Failure to comply at any time with the rules and regulations of the random drug-testing program may result in exclusion from and/or the revocation of parking permit privileges and/or participation in extracurricular activities.

### **Definitions**

**Club:** a club is defined as any school sponsored group that meets in a non-curricular fashion either inside or outside the regular school day. A complete list of extra-curricular clubs will be kept on file in the principal's office for reference to this policy. Examples of this category include, but are not limited to student council, Key Club, Foreign Language Clubs, and SOFA (art) Club.

**Athletics:** an IHSAA officially recognized athletic team or group, including cheerleading and dance team, which represents the GJCS outside of the regular school curriculum.

**Activities:** activities are defined as groups of students or individual student activities where GJCS are represented outside of the regular 8AM-3PM school day. Examples of this category would be band, choir, academic teams, and drama productions. Grades that are assigned for co-curricular participation would have to be based on classroom performance, not performance outside the school day for any individual who would be in violation of the Substance Abuse policy.

### **Collection Procedures**

The selection of students to be tested will be done randomly by the toxicology service working with the school's drug and alcohol testing program. Each student will be assigned a number. A verified system of random selection will be employed to determine which students will be selected at a particular time. IF the toxicology service does not utilize a random selection company, the building principal will utilize [www.randomizer.org](http://www.randomizer.org) to select random numbers.

GJCS will pay for drug and alcohol testing completed on the school's dates that are established for random program testing, but is not liable for the costs of drug or alcohol testing/retesting, treatment, evaluation, or follow-up testing at any other time. GJCS reserve the right to test for alcohol with a breath test at any time before, during, and/or immediately afterward a school-sponsored activity, athletic event, or program rather than or in addition to urine or saliva testing.

Upon being selected for testing, a student will be required to provide a sample of his/her urine or saliva in a verifiable manner. Purses, handbags, knapsacks, coats, sweaters, boxers, etc. will not be allowed in the collection area. If a student cannot provide a specimen, he/she will be observed and isolated from other students until a specimen is obtained. If the collection specimen is diluted, or if the collector has doubts as to the legitimacy of the specimen for any reason, another specimen must be obtained in an acceptable manner before the student will be allowed to participate in any activity or drive on school property. Any student who attempts to alter a breath test or collection specimen will be treated as though he/she has produced a positive drug test. This includes discipline under the reasonable suspicion policy.

The student and the collector shall initial the cross-reference list in order to establish that the container has the proper identification written on it. The collector shall be responsible for turning the sample over to the testing laboratory, using the laboratory's chain of custody procedure.

Each sample will be tested for nicotine, and street drugs (which may include any and all drugs listed as controlled substances under the laws of the State of Indiana.) The district reserves the right to test for performance enhancing drugs such as steroids if deemed admissible by the administration.

A student who is taking a prescribed medication shall inform the collector at the time of collection of this fact. This information may require confirmation from the parent and/or a physician if requested by the administration.

On the day of the collection, a parent/guardian will be sent a notification via US Mail that his/her son or daughter has been drawn into the random selection process and has completed a test. The laboratory shall report the results of all testing, identified by student number, in writing to the building principal. The students who return negative tests will be sent a letter via US Mail stating as such. A student who returns a positive test will be notified with his/her parent/guardian by the principal. A student who returns a positive test will be suspended from all activities, including practices, meetings, and/or driving (if applicable), until further notified by the principal. The principal will work with the family and school support staff to work through an assessment with the student.

### **NEEDS ASSESSMENT AND INTERVENTIONS**

A needs assessment will be performed to develop a rehabilitative plan for any student producing a positive drug test. Needs assessment participants will include at a minimum: building administration, a school support staff member, student, and parent/guardian. All costs for any rehabilitation outside of the school district will be incurred by the parents/guardians. This includes any and all retests that a student will have to take and pass to be readmitted into the activity. These costs include but are not limited to counseling services, psychiatric services and/or admission to a hospital program. If requested, the guidance department may make information available to the student and parents/guardian about programs and services available in and around our area.

In the case of athletics, the athletic administrator may notify the head coach if given approval by the building principal. Similarly, sponsors of extracurricular activities and clubs may be notified at the discretion of the principal, but only when appropriate to secure the safety of other students or faculty members. The fact of testing and the results should be made known to any other school official or employee only on a need to know basis.

A student who tests positive on a drug screen will be suspended from his/her activity or from driving on school property for a minimum of three weeks (21 calendar days). A student may not apply for reinstatement to the principal until he/she can produce a negative test, which will be taken at the student's expense. Application may be made with the principal three days prior to the 21<sup>st</sup> day of the suspension period. Once submitted complete with a negative drug test and a letter of entrance, the principal has three calendar days to issue the reinstatement of privilege of participation. The reinstatement may not take place without the production of the negative test results.

\*\*If a student has a second drug violation, resulting from either a failed follow-up random drug screen or a reasonable suspicion test, privileges may be restricted by the administration as outlined in any additional rules and regulations established by the Greater Jasper Schools, including rules established by the coach of a particular sport which have been approved by the athletic director. During any period of ineligibility, the student will be required to participate in assigned student assistance programs as determined through the needs assessment session in order to determine the student's ability to maintain a substance-free lifestyle. The random drug-testing program does not override school discipline policy.

### **REFUSAL TO SUBMIT TO A DRUG TEST**

A student's refusal to submit to random drug testing will constitute as a positive drug test.

**1<sup>st</sup> Offense:** A student's refusal to submit to random drug test on a random drug-testing selection day will result in the administration's taking appropriate disciplinary action as if the test were positive. If a parent or guardian refuses to allow the random test to be administered on a testing day, disciplinary action will be taken as if the test were positive.

**2<sup>nd</sup> Offense:** A student who refuses a second random drug test on a day his/her participation is required, will be prohibited from participating in privileged activities for one (1) year from the date of the second refusal. Reinstatement will require submission of written consent to participate in the program following the suspension.

**3<sup>rd</sup> Offense:** If a student has a third drug refusal, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure in GJCS. After two (2) calendar years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous.

Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

Additional Random Drug Test Offenses:

**2<sup>nd</sup> Offense:** A student who produces a second random drug test on a day his/her participation is required, will be prohibited from participating in privileged activities for one (1) year from the date of the second positive test. Reinstatement will require submission of written consent to participate in the program following the suspension.

**3<sup>rd</sup> Offense:** If a student has a third drug offense, the student will be prohibited (career ban) from participating in all privileged activities for the remainder of his/her tenure in GJCS. After two (2) calendar years of drug free activity, the student may request a review of his/her case by a committee composed of all building administrators, the student's guidance counselor, and the school nurse. A decision by the committee to reinstate must be unanimous. Students who are reinstated may be required by the building administrator to submit to testing for drugs and alcohol on a regular basis, at the student/parent/guardian's expense. If at any time a subsequent positive test results, the student will be banned from all privileged activities for the remainder of their school career without any right of appeal.

**\*\*A student may be considered to violate the GJCS drug-testing program outside of school by being arrested for involvement with illegal substances or by having police reports filed indicating the student was/has been/is involved with illegal substances. In such instances, privileges will be revoked. The student will be tested on the next random drug test date to establish baseline levels. If the student tests negative, he/she will be considered to have a clean drug test and may resume extracurricular activities and/or drive on school grounds upon the completion of the twenty-one day suspension. However, if the student tests positive, she/he will still be considered to have one (1) prior violation and will be subject to the drug testing program's guidelines and procedures.**

### **SELF REPORT OPTION**

In regards to the random drug-testing program, a student may choose to self-report PRIOR to being tested at the testing site. The principal shall ask the student prior to being led if he/she would like to exercise that option. Should a self-reporting take place, the student may return to the activity upon the following: a) all qualifications of a positive test above, but the opportunity to return to the activity after fourteen (14) days, provided a negative test be produced upon the application for reinstatement.

IC 20-26-3

IC 20-26-5-4

IC 20-30-15-6

Linke vs. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)

### **SECTION THREE: STUDENT SERVICES- GUIDANCE**

#### **Guidance Services**

Guidance services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, career information, study aids, help with home, school and/or social concerns, or any question the student would like to discuss. Your counselor will not make decisions for you but will help you find a solution to your problems. The guidance department hopes to be in contact with each student periodically throughout the school year. Students may contact their counselor personally for an appointment. A comprehensive testing program will be carried out during the school year. The main purpose of the testing program is to assist students in gaining a better understanding of themselves and their own special abilities and achievements. It is hoped that this may help students set realistic career goals and plan educational programs that best meet their needs. The guidance counselors will attempt to keep all seniors informed regarding post-secondary educational opportunities and scholarships. A list of all local scholarships, which have been awarded in recent years, along with State and Federal financial aid information, will be distributed to seniors in the Spring. Other educational opportunities and/or special scholarships will be posted to the guidance website. If students or parents have questions or concerns, please contact the guidance department.

#### **Class Changes**

Sufficient opportunity is provided, in the spring, for all students to thoughtfully make course selections. Class changes after the semester begins place the student at an immediate disadvantage. Class sizes and crowded conditions often impose additional restrictions to schedule changes. All such changes must be approved and directed by the counselors. The administration reserves the right to change student schedules if necessary. All allowable course changes must be made under the following guidelines. No additional changes will be made after this time unless authorized by the principal.

1. First Semester: All schedule changes must be made by June 30. No schedule changes will be made from June 30 until the first day of school. Students will have 5 days from the first day of school to change classes.



2. Second Semester: Students will be allowed to change classes within the first (5) school days from the beginning of the second semester.

No changes will be made after the (5) day deadline

All class changes done at the beginning of each semester will require a signed class change request form and incur a \$10.00 class change fee that will automatically be posted to the students' book rental charge. Any student that drops a class after the specified time frame (5 days semester 1, 5 days semester 2) will receive an "F" on their transcript and be placed in study hall.

**Grade Placement**

High school students will be classified by the number of credits they have earned:

Freshman: 0-11 Credits Less than 2 semesters attendance

Sophomore: 12-17 Credits 2 semesters attendance

Junior: 18-27 Credits 4 semesters attendance

Senior: 28+ Credits 6 semesters attendance

Deviations from the above requirements will only be considered in rare instances under extenuating circumstances. The Principal will review individual situations and make a recommendation to the Superintendent for her/his approval.

**JASPER HIGH SCHOOL UNIVERSAL GRADING SCALE**

<b>A+</b>	<b>99-100</b>	<b>B+</b>	<b>88-89</b>	<b>C+</b>	<b>78-79</b>	<b>D+</b>	<b>68-69</b>
<b>A</b>	<b>93-98</b>	<b>B</b>	<b>83-87</b>	<b>C</b>	<b>73-77</b>	<b>D</b>	<b>63-67</b>
<b>A-</b>	<b>90-92</b>	<b>B-</b>	<b>80-82</b>	<b>C-</b>	<b>70-72</b>	<b>D-</b>	<b>60-62</b>

**Grading Policies**

Jasper High School students will be using a "weighted" grading system which grants extra point value to grades of C- or above earned in Advanced Placement, honors and academic dual credit courses and to a grade of A+ (99% and above) earned in any course.

To calculate a student's Grade Point Average (GPA), the computer begins by assigning a point value to every grade earned at the end of each semester. Those values are then multiplied by the credit value of each course. Those results are then totaled and divided by the total number of credits attempted in the semester. That final number is the student's GPA. The cumulative Grade Point Average (GPA) includes all semester grades in every course the student has completed. The GPA of a student is only calculated at the end of a semester.

The class rank of a grade level is also only calculated at the end of every semester. The cumulative GPA's in each grade level are ranked from highest to lowest to determine the class rank.

**Weighted Grading System**

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
<b>Regular</b>	4.1	4.0	3.6	3.4	3.0	2.6	2.4	2.0	1.6	1.4	1.0	0.6	0.0
<b>Honors</b>	4.6	4.5	4.1	3.9	3.5	3.1	2.9	2.5	2.1	1.4	1.0	0.6	0.0
<b>AP</b>	5.1	5.0	4.6	4.4	4.0	3.6	3.4	3.0	2.6	1.4	1.0	0.6	0.0

**Academic Honors Diploma**

Seniors meeting the requirements outlined below will be awarded Academic Honors Diplomas, with the appropriate designation noted on the diploma and transcript. The requirements are:

1. Earn forty-seven (47) credits included within the credits shall be:

8 credits in English

6 credits in Social Studies to include:

2 credits in U.S. History, 1 credit in Government, 1 credit in Economics

2 credit in World History or World Geography

6-8 credits in Mathematics (must include Alg. I, Alg. II, Geometry, and (2) credits from an advanced Mathematics course)

6 credits in Science including:

2 credits in Biology, 2 credits in either ICP, Chemistry or physics, 2 additional credits in Biology, Physics, Chemistry, Earth/Space Science, PLTW BioMed course, or a program of equal vigor.

6 credits in one foreign language or 4 credits in each of two foreign languages.

2 credits in Fine Arts

1 credit in Health

1 credit in Physical Education

Only courses in which a student has earned a grade of 'C-' or above may count toward an Academic Honors Diploma. To be eligible for an Academic honors Diploma, a student must maintain a grade point average equal to or higher than a 3.0.

Applied courses of equal vigor may be counted when earning an Academic Honors Diploma.

NOTE: Students in the 2023 cohort and beyond qualify for graduation based on the Graduation Pathways. This and all other graduation requirements are discussed with guidance counselors on an individual basis. The Graduation Pathways are also discussed at scheduled group parent meetings early in the year. An abundance of information may also be found here: <https://www.doe.in.gov/graduation-pathways>

### Indiana Core 40

The educational, business, labor, and government leaders of the State of Indiana have agreed on new education expectations for Indiana high school students. These expectations are called the Indiana Core 40.

The Indiana Core 40 applies to students beginning high school in the fall of 1994.

Students:

Must meet the Core 40 standard to be considered for admission to an Indiana four-year college or university.

Should meet the Core 40 standard to ensure success in one- and two-year college and technical training programs. Should meet the Core 40 standard to ensure success in the work force.

More information about Core 40 requirements is available in the guidance office.

### Core 40 Opt-Out Process

Beginning with students who enter high school in 2007-2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce. **To graduate with less than Core 40, the following formal opt-out process must be completed:**

- The student, the student's parent/guardian, and the student's counselor meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

**Core 40 Triggers-** The following conditions may trigger a discussion about opting-out of Core 40:

1. A parent may request that a student be exempted from the Core 40 curriculum and be required to complete the general diploma to graduate, or
2. The student does not pass at least three (3) courses required under the Core 40 curriculum, or
3. The student receives a score on the graduation examination that is in the twenty-fifth percentile or lower when the student takes the graduation examination for the first time.

In each case, the student's parent and the student's counselor shall meet to discuss the student's progress. Following the meeting, the student's parent shall determine whether the student will achieve greater educational benefits by:

- Continuing the general curriculum; or
- Completing the Core 40 curriculum.

### Course Retake/Course Replacement

A grade retake/replacement occurs when a student retakes a class that he/she has already taken to hopefully receive a better grade. A student who receives below a C- on a course may retake that course for credit. The second grade earned will replace the original grade—no matter what the grade—and shall count for grade point average and class rank. The original grade will remain on the transcript with the credit for that class being transferred to the second class. A student may take advantage of this option up to two times in his/her high school career. This would allow a student trying to earn an Indiana Academic Honors diploma an opportunity to retake a class where he/she might have received below a C-, thus giving him/her an opportunity to keep his/her Academic Honors diploma.

On-line credit recovery courses may not be used for course retake/replacement.

Freshmen may have 8th grade credits removed from their transcript if they retake the same course at the high school level, or if they take a different foreign language their freshman year than they took in the 8th grade. Also, students may opt to have the Engineering Essentials course removed from their transcript if they do not want the course counted for high school credit. Students have until the end of the first semester of their freshmen year to have the credits removed, no credits will be removed after this time.

### **Make-up Credit/Credit Recovery**

Students who fail a required course may choose to make up the course through the JHS Credit Recovery program. A student may not enter the recovery program until failing the particular class. Recovery courses must be completed within the six week period outlined by the guidance department schedule. The credit recovery program is offered through our Alternative Education program; there is a \$50 charge for each credit recovery course for which a student enrolls. Credit recovery classes are not approved by the NCAA Clearinghouse for athletic eligibility. Some teacher created courses are available but the cost and timeline are the same, \$50 for a 6 week window.

### **Selection of Valedictorian and Salutatorian**

The Board of School Trustees directs that the selection and identification of graduating class valedictorian and salutatorian shall be determined on grades earned in classes at Jasper High School. The naming of the valedictorian and salutatorian will occur only after the final semester of coursework has been completed.

### **Commencement**

All seniors are expected to attend commencement practice and the commencement exercises upon total completion of their academic work. The school dress code is enforced for graduation, including shirt and tie for gentlemen and dresses for ladies. No jeans, flip flops, or tennis shoes are allowed for this event.

### **Policy in Regard to Student Records**

The School Board policy regarding student records is in accordance with Public Law 93-380, Section 348. Family Educational Rights & Privacy Act of 1974.

In substance, the Student Record Act provides the following:

- A. The parent has a right to examine any student record until the student is 18 years of age; Thereafter, only the student has the right to so examine.
- B. The parent or student has a right to have the record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
- C. A record must be kept with each student record showing who examined it, on what date, and for what purpose. D. Certain persons may examine the record without a parent's consent.; school officials, including teachers who have legitimate educational interests, officials of other school systems where a transfer is made, and certain representatives of the federal government with various limitations.
- E. Other persons may receive the records, if the parents specify the records to be released, the reasons for such release, and to whom. A copy must be sent to the parents if requested. The parent may also request and receive a copy of the record forwarded to another system with a transfer.
- F. A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

### **Release of Records**

Greater Jasper Consolidated Schools will not release any student records or information without signed record release form or written request first being filed with the office. This form must be completed and signed by a parent if the student is under 18. Persons 18 or older must personally sign for the release of records.

### **Access to Student Information by Military Recruiters**

In accordance with Indiana State Law, (I.C. 20-10.1-29) the school will permit access to the high school campus and will provide student directory information to official representatives of the United States Armed Forces, the Indiana Air National Guard, the Indiana Army National Guard, and the service academies.

Student Directory Information is defined, by law, as follows: Student Name, Student Address, Student Telephone Number (If a listed or published number)

FERPA (the federal law regarding privacy) permits parents, guardians, or custodians to submit a signed, written request at the end of a student's sophomore year that such student directory information NOT be released to military recruiters. Such written notice must be provided to the guidance office by NO LATER than September 1st of each school year.

### **Honor Roll**

The Board of School Trustees directs that Academic Honor Rolls are to be developed and published as outlined

below: I. All A Honor Roll: a student who achieves all grades of A distinction: A+, A, or A

II. A-B Honor Roll: a student who achieves all grades of A+, A, A- or B+, B, or B- distinction.

Honor Rolls will be published at the end of each semester by the guidance department.

## **National Honor Society**

The National Honor Society is an organization to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. The Jasper High School sapiens Chapter of the National Honor Society admits membership to junior and senior students who meet the following minimum requirements:

1. Maintains a scholastic average of 4.0 or better
2. Demonstrates leadership in school and community activities
3. Contributes service to school, classmates, and the community, and
4. Exhibits positive character traits.

Members are selected by a five-member faculty council appointed by the Principal. Students may not apply for membership. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Juniors and seniors with a 4.0 cumulative grade point average are invited to complete a Student Activity Information sheet, which will be available to the faculty council, when they make their selection. Students are notified via school bulletin of selection. Parents(s)/guardian(s) will be notified in writing of the student's selection.

## **Withdraws/Transfers**

A student may not withdraw from school before graduation or his /her eighteenth (18) birthday without the written consent of his/her parent or guardian and the principal. An exit interview must be held with the student, the student's parent or guardian, and the principal before a student may withdraw. If the withdrawal is not due to financial hardship, the student's name must be reported to the Bureau of Motor Vehicles upon withdrawal from school and the student will be ineligible for a driver's permit or license or his/her driver's permit or license will be revoked until the student's eighteenth (18) birthday.

Any student transferring to another school must bring a written note of explanation, signed by the parents or legal guardian. All fines, fees, and obligations must be cleared before a transcript will be sent to the receiving school. The Assistant Principal and Guidance Counselors will advise students of the proper withdrawal procedure.

## **SECTION FOUR: STUDENT SUPPLEMENTAL:**

### **Cafeteria**

The cafeteria is for the benefit of the students. Wholesome well-cooked food is sold as near to cost as possible. All students must eat in the cafeteria whether they eat food prepared by the cafeteria or food brought from home. No one is allowed to leave the school during their lunch period.

A federally funded free and reduced price lunch program is available to eligible students. Information about the program is available in the General Office.

Meals may be paid for in the cafeteria or money may be placed on account in the cafeteria. Class A lunch is \$2.25 for students. A student may not charge on the ala carte line.

Each student will be assigned a lunch period. Students may go from the cafeteria to the library with a hall pass from a teacher or to the administrative suite. Students are not to go into any part of the building where classes are in session or leave the school grounds.

Students may not go into the student or faculty parking areas any time during the school day without permission from the office. Vending machines are located in the vending area adjacent to the cafeteria. **DO NOT TAKE DRINKS OR SNACKS OUTSIDE THE CAFETERIA.**

### **Lockers**

Entering students are assigned a locker, which they use while enrolled at Jasper High School. Students are encouraged never to leave valuable items in their lockers.

The use of a locker is a privilege granted to students. A student who uses a school locker is presumed by law to have no expectation of privacy in that locker or the locker's contents. The school administration has the authority to examine the contents of any locker located on school property when there is reason to believe that the contents of the locker may include elements which: (a) present an immediate threat to the health, safety, or welfare of the student body; (b) are illegal to possess; (c) would contribute to the disruption of the normal educational program, or, (d) have been reported lost or stolen.

A law enforcement agency may, at the request of the school administration, assist in searching a student's locker and locker contents.

### **Textbook Rental and Fees**

For the convenience of students and parents, textbooks are provided on a rental basis at a very nominal cost. Textbook rental and instructional materials/supplies fees are to be paid at the beginning of each school year. The amount and schedule for obtaining books will be announced prior to the opening of each semester. Free and Reduced textbooks are available to those who qualify. Students with questions about the application process should see the assistant principal.

TEXTBOOKS AND SUPPLEMENTAL MATERIALS ARE THE RESPONSIBILITY OF THE STUDENTS TO WHOM THEY ARE ISSUED AND MUST BE RETURNED IN GOOD CONDITION, AT THE END OF THE SEMESTER. Lost or damaged books must be paid for at list price, less one dollar. Students who may have a problem concerning payment should contact the Principal's Office.

### **School Bus Information**

While the Greater Jasper Consolidated Schools does furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

In view of the fact that a bus is an extension of the classroom, the School Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge.

Each pupil shall be seated immediately upon entering the bus. No pupil shall stand or move from place to place during the trip. Loud, boisterous, or profane language or indecent conduct shall not be tolerated. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner. No windows or doors will be opened or closed except by permission of the bus driver. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver. Smoking will not be permitted on the school bus. In an effort to keep the bus clean for everyone, there should be no eating or drinking on the bus. The student should be waiting at the loading station designated by the driver, when the bus arrives.

Problems of discipline should be discussed early with the **principal** and **parents** and action planned before they become critical. Refusal to transport children or other punishment should be inflicted in cooperation with the school authorities and enforced by the school bus driver.

Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in a gentlemanly or lady-like manner.

### **DON'T LOSE YOUR RIDING PRIVILEGE! FOLLOW THESE RULES:**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

**Student Drivers**-Students who elect to drive a motor vehicle (automobile, truck, van, motorbike, motorcycle, or scooter) to school at any time during the school year must comply with the following regulations.

1. The driver and vehicle must be legally licensed.
  2. The vehicle must be parked in the students' parking lot.
  3. The vehicle must be locked while parked in the students' parking lot.
  4. The vehicle must display a Jasper High School parking sticker.
  5. The driver of the vehicle must register the vehicle in the principal's office. Registration is accomplished by securing a registration blank from the office. Registration blanks must be properly filled out and signed by the student driver and his or her parents or guardian.
  6. Student drivers will be issued a numbered Jasper High School Parking permit, which is to be displayed in the **lower left side of the front windshield**.
- Each motor vehicle, which is driven on campus, must have a numbered parking permit and park in the numbered park spot, if assigned.

Parking stickers can be purchased at the attendance office for a \$25.00 charge; this amount will be \$15 if purchased after the completion of the first semester. The fee for other vehicles driven by the same student is five dollars (\$5.00)

1. The vehicle will not be driven during school hours, with the following exceptions: (a) Student drivers may drive during school hours to keep a medical or dental appointment. This appointment must be verified by a note from home signed by his or her parents or guardian; (b) A student driver may drive his vehicle if there is an emergency that has been verified by a phone call from a parent that the student is required to come home during school hours; (c) Enrollment in off campus class.
2. A student driver may not occupy any motor vehicle during school hours.
3. Student drivers will be permitted to leave school grounds only after their last scheduled class or activity. Students in the parking lot without permission may receive detention.

4. The speed limit around and on school property is 15 miles per hour. Students may lose their privilege of driving to school if speeding or reckless driving occurs.
5. In the south parking lot students are requested to park in straight rows facing north or south on the yellow lines. Please help in avoiding double-parking and parking in a manner that blocks others in.
6. The student parking lot is off limits to all students and visitors during the school day. Parking space is available in the school parking lot south and east of the school. Student drivers should park in this designated area. If the parking lot becomes overcrowded it will be necessary to limit parking to those students who must drive to school. Cars parked next to the building in the fire lane may be ticketed and hauled away at the owner's expense. The entrance and exit of the student parking lot must be kept free for access by fire equipment. Motorbikes and motorcycles shall be parked on the student parking lot. Students who operate a motor vehicle in an unsafe manner or an obnoxious manner will lose their privilege of driving the vehicle to school.

#### **LICENSE/PERMIT**

- A. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
1. Is a habitual truant under IC 20-8.1-5.1-9
  2. Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-9 or IC 20-8.1-5.1-10
  3. Is under an expulsion from school due to misconduct under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or 20-8.1-5.1-10
  4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 (a) before graduating
- If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school described in Section 1, IC 9-24-2 (paragraph 3, 4 of the memorandum), the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:
1. The person becomes eighteen (18) years of age.
  2. One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school.

#### **Nurse's Office**

The Nurse's Office is located in the Administrative Suite. The nurse is on call for emergencies.

Students will be admitted to the Nurse's Office only if they have a hall pass signed by a teacher, except in case of emergency or outside of assigned class time. When the nurse is not available, the student should report to the Assistant Principal's Office.

In case of an emergency, a student should notify the nearest teacher. **STUDENTS ARE NOT TO USE THEIR CELL PHONES TO CALL OR TEXT PARENTS TO PICK THEM UP WITHOUT FIRST REPORTING TO THE SCHOOL NURSE WHEN THEY FEEL ILL.** Students who violate this policy and by-pass the nurse will receive night school. All excused absences for illness should go through the nurse's office or administration.

A student who is too ill to report to class or to remain in class must report to the Nurse's Office immediately. It is not acceptable to remain in a restroom or other area while ill.

**All prescription and OTC medication must be brought to the nurse's office where it will be properly secured. Medication of any kind may not be sent to school in a student's lunch box, backpack, pocket or other means on or about his/her person. Any medication brought in must be in the original container. Pharmacies will give you an extra bottle if you inform them you need it for school. Failure to follow this policy will result in disciplinary action including suspension.**

**Tylenol, Advil, Midol and Tums are provided by the nurse's office to be given only if the permission to give medication sheet is filled out and signed by the parent. This form is found in the registration packet.**

**Any medication in the nurse's office at the end of the year will be disposed of.**

#### **Emergency Medical Treatment**

Each student must have a file in the office, a form that indicates where parents or guardians can be reached in case of need for emergency medical treatment. Consent may be given for emergency medical treatment in the event that any illness or accident occurs at a time when parents or guardians cannot be contacted.

#### **Insurance**

THE BOARD OF SCHOOL TRUSTEES IS NOT GENERALLY RESPONSIBLE FOR INJURIES OF CHILDREN AT SCHOOL or at places under school auspices and cannot pay damages, hospital or medical bills, regardless of the seriousness of the case. A student protection plan has been approved. At the beginning of the school year each student is given the opportunity to purchase student protection insurance. This is a voluntary plan, and parents may purchase it if they so desire.

## PESTICIDE APPLICATION

This notice is to inform you that pesticide control will be applied at Jasper High School on the First Saturday of each month. This pesticide application is part of a routine service to control pests, which have been found to inhabit the school or school grounds. This is an ongoing process and a continuation of the same methods for controlling such pests as in the past. The application will be made in strict compliance with label instructions provided by the manufacturer of the pesticide. For additional information, please contact: Geoff Mauck, Jasper High School, 812-482-6050, gmauck@gjcs.k12.in.us

## SECTION 5: EXTRA-CURRICULAR OPPORTUNITIES AND ATHLETICS

### Introduction

You are encouraged to support and participate in the JHS athletic Program. The program offers the following varsity sports for both boys and girls:

**Boys:** Basketball, Baseball, Football, Unified Football, Track, Unified Track, Golf, Cross Country, Swimming, Tennis, Soccer, Wrestling  
**Girls:** Basketball, Volleyball, Softball, Golf, Swimming, Track, Unified Track, Unified Football, Cross Country, Tennis, Soccer, Cheerleading, and Dance

### Statement of Code

The Jasper High School athletic code rules are in accordance with the Indiana High School Athletic Association Constitution and By-laws. The conduct of participants in athletics at Jasper is expected to be of the highest quality and in accordance with the Code of Conduct in or out of school and 365 days per year.

### CODE OF CONDUCT FOR JASPER HIGH SCHOOL STUDENT ATHLETES Revised April 2019 RULES FOR STUDENT ATHLETES

The Rules of the Indiana High School Athletic Association contain the following provision applicable to all Indiana High School Athletes:

#### **Rule C-8-1: "Contestants' conduct, in and out of school, shall be such as:**

- a. Not to reflect discredit upon their school or the Association.**
- b. Not to create a disruptive influence on the discipline, good order, moral or educational environment of the School."**

Participation in any athletic program at Jasper High School is not a right, but is a privilege to be earned and maintained. Any student may, for proper cause, be excluded by the school administration from participating in school athletic events.

Each student who elects to participate as an athlete in any Jasper High School athletic program agrees to and shall abide by the above IHSAA Rule C-8-1, which forms the foundation of the Code of Conduct for Jasper High School student athletes, and by the following rules and other rules which may be from time to time established by their individual coach(s):

1. The school athletic career begins for all student athletes on the first day of school of their freshman year (or upon enrollment for transfer students), the first day of IHSAA sanctioned practice their freshman year, or on the day of the Jasper High School sponsored physicals, whichever comes first, and continues for the entire four (4) years or as long as a student athlete is a member of an athletic team.
2. Jasper High School exists to educate the students of the Greater Jasper School District. For this purpose, certain academic standards and rules of conduct, as outlined in the Jasper High School Student Handbook, have been established and are applicable to all students. These would include, but not be limited to, grades, class attendance, behavior at school and school functions and overall compliance with such standards and rules. Violation of such student academic standards and rules, if an offense results in an out of school suspension, will be a violation of this Athletic Code of Conduct.
3. Any conduct by a student athlete, which violates or is in conflict with IHSAA Rule C-8-1a, as set forth above, shall be a violation of this Code of Conduct.
4. Each coach may establish team rules, which are applicable only to his or her team. Violation of team rules, based upon the severity or frequency of such violation by an athlete, may constitute a violation of this Code of Conduct, or may be treated as an intra-team violation with penalties not exceeding those set forth below. To implement the next level of the Offense structure, notice must be given to the Athletic Director.

Violation of the above Code of Conduct shall result in the imposition of a penalty. While normally such penalty will be based upon a progressive schedule, cumulating the number of prior violations (Offenses) during the student's enrollment, it should be noted that the progressive schedule represents the minimum penalty to be administered. In the event of more extreme or severe violations, the progressive schedule may be ignored and a more severe penalty may be imposed, up to a total ban from participation for a single severe violation.

Under normal circumstances, the following penalty(ies) will be imposed for violations of the Code of Conduct"

## **FIRST OFFENSE**

The student athlete shall be suspended for a minimum of 30% of the IHSAA allowed contests for that sport. If the suspension falls near enough to the end of a sport season that the full penalty of 30% of contests cannot be assessed, the penalty shall carry over to the IHSAA Tournament, then to the next sport in which the athlete participates.

A penalty carry over to the next sport in which the athlete participates will only apply towards the suspension if after completion of the penalty; the athlete continues to participate in the carry over sport through the remainder of the sport's season.

## **SECOND OFFENSE**

The student athlete shall be suspended for a minimum of an additional 50% of the IHSAA allowed contests for that sport. If the suspension falls near enough to the end of a season that the full penalty of 50% of the contests cannot be assessed, the penalty shall carry over to the IHSAA Tournament, then to the next sport season in which the athlete participates. In addition to the 50% suspension, the Athletic Council may further require that before the student athlete may subsequently participate in any athletic program, that athlete must complete Council approved counseling, at the student's expense.

Computation of the number of suspended contests for the First or Second Offenses shall be based upon the total number allowed by the IHSAA in that particular sport, with fractional numbers being rounded up and down (i.e. 1.4 = 1; 1.5 = 2). A chart of total allowed games for each sport shall be maintained by the Athletic Office, and a current copy is attached.

A penalty carry over to the next sport in which the athlete participates will only apply towards the suspension if after completion of the penalty; the athlete continues to participate in the carry over sport through the remainder of the sport's season.

## **THIRD OFFENSE**

A student athlete found guilty of a third offense will be banned from competing in any sport for one calendar year (365 days) from the date of the Athletic Council's action.

## **FOURTH OFFENSE**

A student athlete found guilty of a fourth offense will be banned from high school participation in athletics during his/her enrollment at Jasper High School.

## **FURTHER EXPLANATIONS OF CONSEQUENCES**

Should an administrator determine, or coach request, that a more substantial penalty be imposed, due to a severe violation, the Athletic Council will meet to consider the facts surrounding the violation and the affects on the school and athletic program, and that Council will make a determination as to whether the penalty to be imposed should be in excess of the penalty indicated in the above offense scale.

It should be noted that if an athlete is participating at two different levels of sports during the same time period (i.e. JV-Varsity), the suspension will continue until the correct number of contests are met on the higher (Varsity) level; or if the athlete is participating in two different sports at the same time, the suspension will be simultaneously applicable to each such sport at the designated percentage level; and that no athlete may practice or participate in any school sports program while suspended from school for discipline reasons. During a period of school suspension, the suspended athlete may not participate in any sport activity or practice, but shall be required to follow all conduct rules established by the coach of the suspended sport. IHSAA rules prohibit a suspended student from participating in sports at any other school during the suspension period.

In the event that any student or his/her parents should dispute the facts upon which a penalty is imposed, a written appeal, setting forth the disputed facts, may be submitted to the Principal of Jasper High School, who will conduct a meeting of the Athletic Council to consider the appeal. Based upon the contents of the written appeal, the Council may, but is not required to, request the student or parents to attend a Council meeting prior to making a determination concerning the violation. The presumption shall be that prior violation and penalty violation are correct and the burden shall be on the appellant(s) to show to the contrary.

The High School Athletic Council, as referred to above, shall consist of the High School Principal, Assistant Principal, Athletic Director, and coach of the subject sport.



## 5. Athletic Code Substance Abuse Clause

At no time is a student athlete allowed to use or be in possession of any form of alcoholic beverage, tobacco, or illegal substance or drug. Failure to produce a negative random drug test would constitute a violation of this cause. For the purpose of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco. Additionally, the possession of an electronic cigarette (e-cigarette) is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.

“Possession” is defined as having prohibited substances in a vehicle in which the student is driving or is a passenger, being convicted in a court of law of the charge of prohibited substances, receiving a citation for the possession/use of a prohibited substance, or being referred to the administration by a GJCS staff member with firsthand knowledge of the athlete’s use and/or possession of the prohibited items identified above. The School Corporation has the legal right to randomly test for use of drugs, alcohol or tobacco by any student participating in sports or any other extra-curricular programs.”

### Consequences for Violation of Rule #5

#### FIRST VIOLATION:

The student athlete shall be suspended for a minimum of 50% of the IHSAA allowed contests for that sport. If the suspension falls near enough to the end of a sport season that the full penalty of 50% of contests cannot be assessed, the penalty shall carry over to the IHSAA Tournament, then to the next sport in which the athlete participates.

A penalty carry-over to the next sport in which the athlete participates will only apply towards the suspension if after completion of the penalty; the athlete continues to participate in the carry over sport through the remainder of the sport’s season.

The Athletic Council will further require that before the student athlete may subsequently participate in any athletic program, that athlete must complete Council approved counseling at the student’s expense and complete 8 hours of community service at the discretion of the Athletic Council. Should the counseling and community service be completed, the suspension will be reduced from 50% to 30% (See the chart below clarification.) Students having abused drugs, alcohol, or tobacco related substances will be tested monthly as part of the random drug test program at the student’s expense.

Community Service shall be defined as the following:

Supervised work that is helpful to Jasper High School and/or the Community in general, including, but not limited to special custodial work, special projects, speaking engagements to student/civic groups, supervised work at community entities, and other work cleared by the building principal and/or athletic director.

A student may resume practice with his/her athletic team only at the discretion of the individual coach.

#### SECOND VIOLATION

The student athlete shall be suspended from athletic competition for one calendar year from the date of the Athletic Council action.

#### THIRD VIOLATION

The student athlete shall have participation privileges revoked for the remainder of the student’s school career.

The number of games allowed by the IHSAA in the particular sport will determine the number of contests suspended. If a decimal exists, the Athletic Department will round up or down accordingly. (1.4=1;1.5=2)

<b>Sport</b>	<b>Allowed Schedule</b>	<b><u>30%</u></b>	<b><u>50%</u></b>
Football	9	3 Games	5 Games
Boys Cross Country	14	4 Meets	7 Meets
Girls Cross Country	14	4 Meets	7 Meets
Boys Soccer	16	5 Matches	8 Matches
Girls Soccer	16	5 Matches	8 Matches
Volleyball	29	9 Matches	15 Matches
Boys Tennis	16	5 Matches	8 Matches
Girls Tennis	16	5 Matches	8 Matches
Boys Basketball	22	7 Games	11 Games
Girls Basketball	22	7 Games	11 Games
Wrestling	18	5 Matches	9 Matches
Boys Track	16	5 Meets	<u>8 Meets</u>
Girls Track	16	5 Meets	8 Meets
Baseball	28	8 Games	<u>14 Games</u>
Softball	28	8 Games	14 Games
Boys Swimming	18	5 Meets	9 Meets

Girls Swimming	18	5 Meets	9 Meets
Boys Golf	18	5 Meets	9 Meets
Girls Golf	18	5 Meets	9 Meets

Cheerleading and Dance performances will be administered under one section per year, including the performance schedule and the competition schedule.

## **SCHOOL DANCES**

There are several dances planned for this school year. Dances are good social occasions but basic rules are in force for all dances. Students who enter and then leave a dance may not re-enter a dance even if they offer to pay again. **All JHS students may attend dances free of charge by presenting their Student Activity Pass.** Most dances will begin at 8:00 p.m. and end at 11:00 p.m. The exceptions are dances after home basketball games and special dances. After-game dances end at 11:00 p.m., but may begin at 9:00 p.m.

All dances are chaperoned. Students are expected to be well mannered and follow all school rules. Students who appear at school dances in possession or show signs of having consumed alcohol or drugs are liable to all school disciplinary rules. Chaperones are directed to detain students only to a school official and then the city police. We will not tolerate abuse of alcohol or drugs. We strive to treat all students fairly and in a consistent manner. All students are expected to abide by the rules.

All persons attending a Jasper High School dance must be enrolled at Jasper High School. Anyone not enrolled in Jasper High School wishing to attend a Jasper High School Prom must have approval of school administration at least 7 days prior to the Prom. No unauthorized visitors will be allowed to attend a dance.

## **SECTION SIX: REFERENCES**

### **Non-Discrimination Policy**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self worth.

As such, the School Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law, religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

### **SCHOOL SAFETY DRILLS**

An unannounced fire drill will be held monthly. Follow the "Rules for Safety" and "Fire Drills Schedules" that are posted in each room. It is the responsibility of each student to be familiar with the fire drill route in each of his respective classrooms. WALK QUIETLY. In case an exit is blocked, follow the directions of the teacher. In all cases, move quickly and quietly out of the building. Students are to remain outside the building until a signal is given to return inside.

Severe weather drills will be held at regular intervals and are an important safety precaution. Follow the "Procedures for Emergencies Other Than Fire or Explosion" that are posted in each room.

Additional drills such as intruder, suspicious package or other potential threatening situations are also engaged at times. When lockdowns are communicated, please begin by following these basic protocols. Hard lockdowns result in everyone immediately finding safety behind a locked door. If a shooter has entered the building, the safest path may be to exit the building. This depends on the proximity one is to an exit as well as the confidence one has that they can exit the building more quickly than entering a classroom. As a general rule, entering the closest room, locking the door, and awaiting law enforcement is the preferred response. Soft lockdowns may be if there is no immediate threat. In this case, class may continue behind locked doors. If a lockdown is communicated without further description, please respond as if we are under a hard lockdown until further notice.